

Berkeley City College
Business & Administrative Services
Request for Key & Smart Classroom Door Access

Date: _____

Issue keys/Smart Classroom access to: _____,

Print Name

Last

First

TICKET request to Administrators for an Employee ID badge (Check one): *New* *Replacement*

Employee Number (Required): _____ Example: 1 ##### (From HR)

Phone Number: _____ Email: _____

Department: _____ Job Title: _____

Employee Status:
(Check One)

FULL-TIME FACULTY

PART-TIME FACULTY

PERMANENT CLASSIFIED

TEMPORARY CLASSIFIED

ADMINISTRATOR

OTHER: _____

Smart Classroom (Employee Badge Access)

Fill in the **last 4 digits** of your employee badge number (back side): _____ Example: P37XXX-X####

Select the room(s) you need badge access to:

014 015 031 032 033 034 052 053 054 055 125 126 212 213 214 216 218 224 311 315 316 321

322 323 513 521 522

Metal Keys requests for **Non-Badge** access offices and/or classrooms (continue on Page 2)

Approvals:

** Faculty requires **2 signatures**: 1 signature from Dept Chair **AND** 1 signature from Dean/VPI or President **

Department Chair: _____
(For Faculty) *Print Name*

Signature

Date

President / VP / Dean: _____
(For Faculty & Admin) *Print Name*

Signature

Date

1st Level Manager: _____
(For Staff & Others) *Print Name*

Signature

Date

Berkeley City College – Business Office

Initial each bullet to indicate that you have read and agree to follow the policies and procedures stated below

- _____ Board Policy 3501 Campus Security & Access states that all district facilities will be closed to entry to all non-police personnel during non-business hours. **I agree to remain off campus during non-business hours unless I have written consent from the Director of Business & Administrative Services.**
- _____ Keys are the property of Peralta Community College District. **I agree to return all keys and ID electronic access cards at the termination of my employment.**
- _____ **Part-Time Instructors & Counselors** not returning in the subsequent semester must return keys to the Business Office. *This will ensure that there will be enough keys available for new incoming PT faculties.*
- _____ Lost keys or ID access cards will be reported immediately to the Business & Administrative Services Office. **I will report all lost or stolen keys or ID access cards immediately. I agree to pay the following replacement fees for lost or stolen keys: Master Key - \$60; Sub-Masters - \$40; Classrooms/Office - \$20.**
- _____ Installing or changing locks and fabricating or duplicating keys is strictly prohibited. **I agree to never change locks or duplicate keys.**
- _____ All faculty and staff are responsible for maintaining building security. **I agree to not prop doors open or leave doors unlocked when rooms are not in use.**

Key Issuance Procedures

Employee must date and initial when keys are issued and returned.

1. Keys will be issued by Berkeley City College – Business Office
2. Request for key & SC access form can be obtained from room 143 (hallway) or 4th floor wall form rack.
3. Forms must be signed (see “**Approvals**”). Access will be approved on an “as needed” basis.
4. After obtaining signatures, Return completed form to Rm 141/143 Business Office, 1st Floor.
5. Business office requires up to **3 business days** to review and process your request. If keys are not in stock and must be made, you will be notified by the Business Office when they are delivered to us.
6. Keys can be picked up (With ID) in Rm 141/143 or the Cashier’ Office (Rm 153). Be sure to include your contact information so you may be contacted when your request has been completed.

(Metal Keys ONLY)				Date	Employee	Date	Employee
Room No.	Tag #	Serial #	Core #	Issued	Initial	Returned	Initial

I agree to abide by these policies and procedures. If I lose any keys I agree to pay a replacement fee as stated above to Berkeley City College.

Employee name (print)

Employee Signature

Date